

Volunteer and Intern Policy

Volunteers and student interns provide important support to the Randall Library staff and provide a valuable service to the Town of Stow. Volunteers supplement but do not replace the work done by library employees. Volunteers and interns perform a wide variety of duties, limited only by talents and interests and the library is made more productive by their assistance. Agreement to use volunteers is made by the Library Director who may then co-ordinate their work schedules to be overseen by other library staff members.

Volunteers perform services of their own free will without financial remuneration and will be held responsible to adhere to the library's Confidentiality of Records Policy. A volunteer's work must be completed during regular library hours unless exceptions are approved of by the Library Director.

Volunteers and interns at the Randall Library must be at least 16 years of age, able to lift at least 20 pounds and depending upon prospective volunteers assignments would include passing a Criminal Offender Record Inquiry (CORI) check.

Student interns will be sought by supervisors through educational contacts in area school and colleges and their job assignments will be tailored to stress the value of the job to both the student and the library and will offer a genuine educational opportunity. Because much staff time might be required to oversee a student intern their schedule and assignments must be carefully planned and approved of by the Library Director.

Community service persons who seek volunteer assignments to meet a requirement set by an outside agency will be subject to the volunteer selection process of that agency to be given a library assignment.

The Randall Library has the right to terminate a volunteer or interns association with the library at any time and for any reason and there is no formal evaluation process for volunteers.

Adopted on June 11, 2014